

## General Information 2012-2013

May 21, 2012	Summer 2012 term begins
August 27, 2012	Fall 2012 First eight-week term, 16-week term begins
October 22, 2012	Fall 2012 Second eight-week term begins
January 14, 2013	Spring 2013 First eight-week term, 16-week term begins
March 11, 2013	Spring 2013 Second eight-week term begins

### **Please note: Payment Information**

The University requires payment of tuition and fees in advance. Students who pay after the deadline will be charged a late fee of 10% of the outstanding balance. You will not have your Chapter 30 MGIB benefits in time to meet this deadline. If you are using Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post 9/11 GI Bill), the VA will pay tuition directly to UMW. Discuss payment plans with the Office of Student Accounts at (540) 286-8058.

### Add/Drop Course

If you add or drop a course after you have been certified, you must report this to Robert Louzek within one week so that she can notify the VA of any change in your course load that might affect your benefits. The VA will invoice you for any refund that you receive from a dropped course. If you drop a course after the 100% refund window, you **will not** receive a refund from UMW and you may be expected to pay all or some of the tuition back to the VA.

### Attendance

Class attendance is required for the receipt of veterans benefits.

### Enrollment Certification

You must submit a UMW "Request for Veterans Benefits" form for each term that you wish to claim benefits. You may project for future terms on the form, but you will be certified only for the credits that you are actually enrolled in.

### Financial Aid

If you are expecting any type of financial aid (loans, scholarships, etc.), you **must** report veterans benefits to the Office of Financial Aid to avoid award errors. Excess awards will be recovered from the student.

### Individual Study or Internships

To receive VA benefits for one of these special courses, you must submit a copy of the Individual Study Registration form or the Academic Internship Registration form to Robert Louzek. Please discuss your plans with Mr. Louzek **before** registering for one of these special courses.

### Monthly Enrollment

If you are using Chapter 30, 32, 35, 1606, or 1607, you may have to call in each month to verify your current enrollment. You can do this by calling 1-877-823-2378 or by logging into your WAVE account at <http://www.gibill.va.gov>.

### Non-matriculated Status

VA educational benefits cannot be paid to non-matriculated students **unless** they are pending admission to UMW. In this case, a non-matriculated student can be certified for **two** semesters; the only courses that can be certified are those required for admission and/or those required if admitted.

Repeating a Course You may repeat a course that you have failed and receive the normal veterans benefits. UMW's repeat policy permits you to repeat a course in which you earned a grade of "C-, D, or D+," but the VA will **not pay** you to repeat such a course since you have passed it **unless** you are required to repeat it to continue in your degree program.

Variable Course Load If you take a course taught on a schedule other than the standard 16-week semester dates, such as PORT 101, the credit for the course only counts as part of your course load for VA benefits for the specific dates of the course. Students who take both eight-week courses and 16-week courses, some of which overlap, will find their benefits checks changing monthly as their daily course load decreases or increases.

### **VA Contact Information**

The Veterans Administration Regional Office in Roanoke is your VA Office while you are attending the University of Mary Washington. Counselors may be reached by dialing this toll-free number: **1-888-442-4551**. The web site is: [www.gibill.va.gov/education](http://www.gibill.va.gov/education). We use the online program VAONCE for Enrollment Certifications (22-1999, 22-1999b). Other forms (22-1990, 22-1995) should be sent to the Buffalo Regional Office for processing or submitted online via VONAPP.

Veterans Administration Regional Office  
210 Franklin Road, S.W.  
Roanoke, VA 24011

Department of Veterans Affairs  
Buffalo Regional Processing Office  
P.O. Box 4616  
Buffalo, NY 14240-4616

### **Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)**

Students using Chapter 33 need to be aware of their eligibility. If a student is less than 100% eligible, he/she must pay the outstanding portion of the tuition bill when bills are due. If a student is 100% eligible, a flag will be placed on his/her account after certification so no late fees are not assessed while we wait for payment from the VA.

The books and supplies stipend will be sent directly to the student. The student may need to purchase books before this payment arrives. The stipend is to offset the cost of the books; it is not meant to be a reimbursement or voucher.

The housing allowance (BAH) rates are based on the 22401 zip code. This attaches to Fort AP Hill. The BAH is paid in arrears at the beginning of each month. Effective **August 1, 2011**, the amount payable for the BAH will change. The applicable BAH rate will be multiplied by the rate of pursuit rounded to the nearest multiple of 10. Students whose enrollment is exclusively distance learning are not currently eligible for BAH. However, effective **October 1, 2011**, individuals only enrolled in distance learning courses will be eligible for BAH equal to 50% of the national average of all Basic Allowances for Housing. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

Since there have been new and recent changes to Chapter 33, if you should have any further questions, we strongly suggest you contact the VA by calling 1-888-GIBILL1 or going to <http://www.gibill.va>

## For VA Forms and Information at UMW-Stafford Campus

Robert Louzek  
Veterans Affairs Liaison  
e-mail: rlouzek@umw.edu

phone:(540) 286-8075  
fax: (540) 286-8005

### UMW Semester Course Loads for Veterans Benefits - Undergraduate

16-Week Sessions	
12+ hours*	Full Time
9-11 hours*	$\frac{3}{4}$ Time
6-8 hours	$\frac{1}{2}$ Time
4-5 hours	$< \frac{1}{2}$ Time
1-3 hours	$\frac{1}{4}$ Time

10-Week Sessions	
7+ hours*	Full Time
5-6 hours*	$\frac{3}{4}$ Time
4 hours	$\frac{1}{2}$ Time
3 hours	$< \frac{1}{2}$ Time
1-2 hours	$\frac{1}{4}$ Time

Eight-Week Sessions	
6+ hours*	Full Time
4-5 hours*	$\frac{3}{4}$ Time
3 hours	$\frac{1}{2}$ Time
2 hours	$< \frac{1}{2}$ Time
1 hour	$\frac{1}{4}$ Time

### UMW Semester Course Loads for Veterans Benefits - Graduate

16-Week Sessions	
9+ hours*	Full Time
6 hours*	$\frac{3}{4}$ Time
3 hours	More than $\frac{1}{4}$ , less than half

Eight-Week Sessions	
4.5 hours*	Full Time
3 hours*	$\frac{3}{4}$ Time
1.5 hours	More than $\frac{1}{4}$ , less than half

\* BAH eligible course loads.